



No Trespassing Letter

IMPORTANT INSTRUCTIONS:

1. The letter must be dated.
2. The owner must ensure the proper division and division address are selected or filled in:
 - Mingo Valley Division
10122 E 11th St, Tulsa OK 74128
 - Gilcrease Division
3436 N Delaware Ave Tulsa, OK 74110
 - Riverside Division
7515 Riverside Pkwy Tulsa, OK 74136
3. The owner must indicate a business name or "private residence" when the letter states "properties known as".
4. The owner must list the physical address when the letter states "located at". Example: 123 N Main. St
5. The owner must ensure that the property has posted "No Trespassing" and "No Loitering" signs on the property in conspicuous locations.
6. The owner must list a contact phone number that TPD can reach at the time of enforcement of this letter.
7. The owner must sign and have the letter notarized.
8. The owner must include a mailing address for receipt of subpoenas if different from the address in number 4 above.

Date: _____

To: Tulsa Police Department

Division

Division Address

Re: Authorization to act as agent for "NO TRESPASSING"

To whom it may concern:

The purpose of this letter is to authorize officers of the Tulsa Police Department to enter upon or travel on the properties known as: (Name of Business, Apartments or other description of personal or business property)

_____ located at _____, within the City of Tulsa, Oklahoma for the purpose of investigating and taking appropriate legal action, including citing/or arresting an unauthorized person trespassing on the property. _____

_____ has posted "No Trespassing" and/or "No Loitering" signs in conspicuous locations throughout the property. The business owner(s), employees of the business owner(s), tenants and lessees (if applicable), and authorized guests are the only persons permitted on the property. All others should be considered trespassers and without authority to be on the property unless that person found on the property has proper documentation on his or her person and is shown to a TPD Officer investigating an incident/situation involving a possible unauthorized person on the premises described above.

If the Tulsa Police Department or any TPD Officer should have any questions or require additional information relating to any person found on the property, please feel free to contact me at _____(phone number) anytime.

Name of Person Authorizing: _____
(please print)

(please sign)

Title of Person Authorizing: _____
(please print)

Mailing Address: _____
(please print)

Secondary Phone Number or Email _____
(please print)

SUBSCRIBED and SWORN to before me this _____ day of _____ 20_____.

Notary Public

My Commission expires: _____/_____/_____